



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, PROFESSIONAL EXPERT ASSIGNMENTS

ASSIGNMENT: Bookstore Sales Clerk

Professional Expert - Temporary, Short-Term Assignments

RATE OF PAY: \$10.50/hour

DEADLINE: Continuous

(Applications will be reviewed on an as-received basis and hired as needed)

Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

BASIC FUNCTION:

Under the direction of the Director of Auxiliary Services, the Bookstore Sales Clerk will work during rush times at beginning of semesters to assist with book returns and other related duties in the bookstore.

REPRESENTATIVE DUTIES:

- Cashiering
- Stocking
- Answering phones
- Processing book returns

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or G.E.D. equivalent. Any combination of training and experience that would provide the required knowledge and abilities is qualifying. Experience as a sales clerk or cashier in a retail business is desirable.

KNOWLEDGE OF:

- Customer service
- Cashiering

ABILITY TO:

Effectively communicate

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing, climbing stairs, talking, hearing, bending and light lifting/dragging/carrying approximately 20 pounds. The noise level is usually low to moderate.

WORKING CONDITIONS:

Work is performed indoors

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATION PROCEDURE FOR THIS ASSIGNMENT

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted to the HR Office by the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Résumé

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

**Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311**

**Human Resources Office Hours:
Monday-Thursday: 7:30am-6:00pm
Friday: 7:30am-11:30am.**

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.**

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer